

OTA (TRAINING MONITOR)

"Quick Reference" Sheet

TO...	Do This...
<p>Update Training History</p>	<ul style="list-style-type: none"> ➤ From the OTA Navigation List, click on "SIT Completed/Required Training"; "People/SITs for Training"; then click the "Open" button ➤ At the "Find Person" screen type the first few letters of last name and click the "Find" button ➤ Click on the person you are looking for and click the "OK" button ➤ At the "People" screen click the "Special Info" button ➤ Ensure "Completed Training" is highlighted ➤ Click in the "Detail" column – <i>This will list all training currently recorded in Modern DCPDS for the employee</i> ➤ Click on the "New Record" (green cross button on toolbar) or click twice on a blank space in the "Detail" column ➤ At the "Completed Training" screen fill in the appropriate blank data fields. Use the "LOV" button when available. (Required fields are "course title", "total course hours", "class start date", "class graduation date", "course grade", "actual total cost", "method", "priority indicator", "decision source" and "purpose".) ➤ Click the "OK" button when done then click on the "Save" icon on tool bar ➤ To add more names: Click "Action/Close Window" on the tool bar on both windows that come up as you return to the Navigation List ➤ To exit OTA: Click "Exit Oracle Applications" on tool bar